south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

2009 Verification of Educational Structure Instructions

Please complete this data submission by September 8, 2008. **All district and school data requires an approval even if there are no changes.** Please review and update **all** contact information (address, phone and fax numbers, and **email addresses**.)

The memo in this packet includes your login and password.

You will find the website at:

http://doe.sd.gov/ofm/applications/gradespan/index.asp

Once at the website, you will log into the program.

1. Enter your full five digit district number and password.
2. Click on the "Login" button to enter the program.

Verification of Educational Structure

Login	
District Number:	
Password:	
Download Instructions	Login

Step 1: Your full five digit district number and password go here.

The instructions can also be accessed here.

Step 2: Hit the Login button after you have entered your district number and password.

Main Page of the Verification of Educational Structure

Once you get logged in you will be at your district's main page. This is where you will start to enter data. This screen lists district, school and school board information.

Note: To check current District Information or School Information click on the reports on the right hand side of the page.

Verification of Educational Structure

Logout

Armour School District 21-1

- Edit District Address Information
- Edit Main District Contacts
- Edit School Board Information

current DISTRICT info

Click here to look at the current District Information.

✓ Finalize Data   NOTE: Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

School(s) in the District   Add or Close a School

Click here to look at the current school information. Each school will have its own separate report.

Armour Hi Sch - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL info

Armour Elem - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL info

Armour Middle Sch - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL info

Editing District Address Information

- From the main page click on the **Edit District Address Information** link.
1. Update the mailing address and physical address for the district.
2. Enter the district's web address, if available.
3. Click on the **Update District Information Button.** You must click on this button in order for the information to update.
4. When you click **Update District Information**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.

Note: Fields marked with a red asterisk are required fields.

Verification of Educational Structure

Back to Main Page | Logout

Edit District Information

Armour School District 21-1

NOTE: Anything with a * must be filled in.

Main Contact Information

District Number: 21001
District Name: Armour School District 21-1

Mailing Address: PO Box 640 *
Mailing City: Armour *
Mailing State: SD *
Mailing Zip Code: 57313-0640 *

1. Enter the mailing address for the district here.

Enter the physical address for the district here.

Physical Address: 604 3rd St *
Physical City: Armour *
Physical State: SD *
Physical Zip Code: 57313 *

Web Address: www.armour.k12.sd.us

Update District Information

2. Enter the district's web address here, if available.

3. Click on the Update District Information Button.

Editing District Contacts Information

- From the main page click on **Edit Main District Contacts**. (This page displays the information for the Superintendent, Business Official, Special Education Director, etc.) Update each contact by following the steps below.
1. To update the contacts, click on **EDIT** by the contact name you would like to update. This will bring up the edit screen for the contact. (Each contact has its own edit link.)
2. When done editing the contact, click on the **Update District Contact** button. You must click on this button in order for the information to update.
3. Click the **Back to Main Page** link in the top right hand corner of the screen. This will take you back to the main page.

Note: The contacts with red asterisks are required fields.

> This page shows the information for all district contacts.

ification of Educational Structure

District Contacts

Back to Main Page | Logout

ur School District 21-1

te: Contacts with a * after the title ARE required fields.

> 3. Click Back to Main Page to return to the main page.

Superintendent / CEO *	EDIT
Title: Superintendent	
First Name: Wallace	
Last Name: Weatherford	
Phone Number: 6057242153	
Fax Number: 6057242977	
Email Address: wally.weatherford@k12.sd.us	

> 1. Click here on the Edit link to make changes to the contact. This will bring up the screen below.

Business Official *	EDIT
First Name: Eric	
Last Name: Christensen	
Phone Number: 6057242153	
Fax Number: 6057242977	
Email Address: eric.christensen@k12.sd.us	

cial Education Director * | EDIT
First Name: Wallace

> This screen is where you will edit the contact. Each contact has a separate screen.

ification of Educational Structure

istrict Contact

Back to Main Page | Logout

ol District 21-1

Anything highlighted in green MUST be filled in.

Business Official	
First Name: Eric	
Last Name: Christensen	
Phone Number: 6057242153	
Fax Number: 6057242977	
Email Address: eric.christensen@k12.sd.us	

Update District Contact

> 2. Click on the Update District Contact button when you are finished editing the contact.

Editing School Board Information

- From the main page click on **Edit School Board Information**. (This is where you will enter the school board president and other board members. You are allowed to include information for up to 8 school board members.)
1. Update School Board President's name, phone number, email address and mailing address.
2. Update other school board members.
3. Click the **Update School Board Information** button. You must click on this button in order for the information to update.
4. When you click **Update School Board Information**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.

Note: Fields with an asterisk are required. The School Board President's email will not be required, but it will be helpful if it is submitted.

Verification of Educational Structure

Back to Main Page | Logout

Edit School Board Information

Armour School District 21-1

NOTE: This web application only allows for a maximum of eight (8) school board members to be specified.

Anything with a * are required fields.

School Board President

First Name:	ROBERT	*
Last Name:	CLARK	*
Phone Number:	6057242771	*
Email Address:		*
Mailing Address:	27961 AVE.	*
Mailing City:	ARMOUR	*
Mailing State:	SD	*
Mailing Zip Code:	57313	*

School Board Members

Member #1

First Name: DEAN

Last Name: FINK

Member #2

1. Update the President of the school board.

2. Update other school board members. Maximum number of board members that can be entered is 8.

3. Remember to click the Update School Board Information button.

Update School Board Information

Editing School Information

From the main page, go to the specific school you want to edit.
There are three steps to update each school.
1.   Edit School Address Information & Alternative Programs
2.   Edit Grade Information
3.   Edit Main School contacts

Note: Make sure to update each school in the district.

Verification of Educational Structure

Logout

Armour School District 21-1

- Edit District Address Information
- Edit Main District Contacts
- Edit School Board Information

current DISTRICT info

✓ Finalize Data   **NOTE:** Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

School(s) in the District   Add or Close a Sch...

Armour Hi Sch - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL info

Armour Elem - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL in...

Armour Middle Sch - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL info

1. Edit School Address Information & Alternative Programs.

2. Edit Grade Information.

3. Edit Main School Contacts.

Note: The following three screenshots are what you will see when you click on Edit School Address Information & Alternative Programs, Edit Grade Information, and Edit Main School Contacts.

Edit School Information & Alternative Programs

- From the main page, click on **Edit School Information & Alternative Programs**.
1. Update the mailing address and physical address of the school.
2. If the school has an alternative program, click the circle by Yes. If not, click the circle by No. If there is an alternative program, please identify the focus of the program and the name of the program.
3. Don't forget to click on the **Update School Information** button. You must click on this button in order for the information to update.
4. When you click **Update School Information**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.

Verification of Educational Structure

Back to Main Page | Logout

Edit School Information

Armour Hi Sch

NOTE: Anything with a * must be filled in.

Main Information

School Number: 01
School Name: Armour Hi Sch
School Type Code: 10
Gradespan: 0912

Mailing Address: PO Box 640 *
Mailing City: Armour *
Mailing State: SD *
Mailing Zip Code: 57313-0640 *

Physical Address: 604 3rd St *
Physical City: Armour *
Physical State: SD *
Physical Zip Code: 57313 *

Web Address:

Alternative Programs

Is there an "Alternative Program" operated within the school? *
○ Yes
◉ No

If YES, please identify the focus of this Alternative Program
Please select an Alternative Program

What is the name of the Alternative Program

Update School Information

1. Update the mailing address and the physical address of the school.

2. Click Yes or No for the Alternative Program. If yes, please identify the focus and the name of the program.

4. Don't forget to click on Update School Information.

Contact: Jennifer Rattling Leaf at 773-4703
Email: jennifer.rattlingleaf@state.sd.us

Edit Grade Information

- From the main page, click on **Edit Grade Information**.
1. By each grade level, identify if the grade will be served by the school by choosing **Yes** or **No**.
2. Click on the **Update Grades** button when finished. You must click on this button in order for the information to update.
3. When you click **Update Grades**, you will go to a new screen. Click **Update additional information**. This will take you back to the main page.

Verification of Educational Structure

Back to Main Page | Logout

Grades served by school

Armour Hi Sch

1. Identify the grade served for the specific school.

9   Yes

10   Yes

11   Yes

12   Yes

Update Grades

2. Click on the Update Grades button.

Edit Main School Contacts

- From the main page, click on **Edit Main School Contacts**.
1. To edit a school contact, click on the **EDIT** link by the contact you would like to update. Update the contact information.
2. Don't forget to click on the **Update School Contact** button when you are finished with each contact. You must click on this button in order for the information to update.
3. Click the **Back to Main Page** link in the top right hand corner of the screen. This will take you back to the main page.

Note: Don't forget to update both contacts.
       Contacts with red asterisks are required fields.

Verification of Educational Structure

School Contacts

Back to Main Page | Logout

Armour Hi Sch

NOTE: Contacts with a * after the title ARE required fields.

Principal / Building Manager *	EDIT
Title: Principal	
First Name: Brad	
Last Name: Preheim	
Phone Number: 6057242153	
Fax Number: 6057242799	
Email Address: brad.preheim@k12.sd.us	

Student Information Management Contact *	EDIT
First Name: Wally	
Last Name: Weatherford	
Phone Number: 6057242153	
Fax Number: 6057242977	
Email Address: wally.weatherford@k12.sd.us	

3. Click here on the Back to Main Page link to return to the main page.

1. Edit school contacts. Click on the Edit link to make changes to the specific contact that you are editing.

Finalizing Data

* Important Step! *
Your district will not be marked complete without concluding this section of the Verification of Educational Structure.

1. When you are finished updating the district and school information, click on the **Finalize Data** link.
2. View and verify the information you have submitted.
3. Click the circle by finalize data.
4. Click the **Finalize Data** button.

Verification of Educational Structure

Armour School District 21-1   Logout

1. Click on the finalize data link.

- Edit District Address Information
- Edit Main District Contacts
- Edit School Board Information

current DISTRICT info

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School(s) in the District   Add or Close a School

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current SCHOOL info

Armour Elem - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL info

Armour Middle Sch - School is set to be **Open** for school year
- Edit School Address Information & Alternative Programs
- Edit Grade Information
- Edit Main School Contacts

current SCHOOL info

Verification of Educational Structure

✓ Finalize Data

Armour School District 21-1

By finalizing your data, you are ensuring that all of the district & school information is current. Please view the district and school information below and verify that everything is correct and all the required information is filled in BEFORE you finalize your data.

Armour School District 21-1

- Armour Hi Sch
- Armour Elem
- Armour Middle Sch

Once you have viewed and verified the information is correct please finalize your data below.

○ Finalize Data

Finalize Data

> 2. View and Verify that everything is correct for your district and school information.

> 3. Click the circle by finalize data.

> 4. Click the finalize data button.

Congratulations! You have completed the Verification of Educational Structure. You will be able to go back into the program at anytime to make changes before September 8, 2008. After September 8th, you will only be able to log in and view your district and school reports. You will not be allowed to update any information to the website. If you have any questions or need to make updates throughout the school year, please contact Jennifer Rattling Leaf at jennifer.rattlingleaf@state.sd.us or 605-773-4703.

Thank you! Have a great school year!